



**NATIONAL HEADQUARTERS
CIVIL AIR PATROL**

TO IACE PARTICIPANTS

Congratulations! You have been selected to participate in the International Air Cadet Exchange (IACE), one of the premier events for a Civil Air Patrol cadet.

Your real success and the value you realize from the exchange program depends to a large extent on you. The individual efforts you offer to promote goodwill and friendship among the participants from all countries is key to having a most rewarding time. As you proceed upon your mission of goodwill, please carry with you my best wishes and I hope the friendships you form will prevail and flourish.

Good luck and enjoy to the fullest this exceptional opportunity.

DWIGHT H. WHELESS
Major General, CAP
National Commander

TABLE OF CONTENTS

IACE BACKGROUND	3
INFORMATION AND INSTRUCTIONS.....	4
SECURITY	4
CARRY-ON BAGGAGE LIMITS.....	4
NO DANGEROUS OBJECTS.....	4
TRAVEL DOCUMENTS.....	4
CHECK-IN	4
BAGGAGE CHECK-IN.....	4
CLOTHING FOR CAP CADETS AND ESCORTS	8
ETIQUETTE IN THE U.S. AND ABROAD.....	12
SPECIFIC RESPONSIBILITIES OF THE IACE ESCORT OFFICER.....	14
CADET SAFETY AND EMERGENCY INFORMATION:	14
SPECIAL CIVIL AIR PATROL DUTIES:	15
ADDITIONAL DUTIES:	16
US EMBASSY CONTACT INFORMATION	17
HOST COUNTRY ADDRESSES.....	20

INTRODUCTION

The purpose of the International Air Cadet Exchange (IACE) is to promote international understanding, goodwill, and fellowship. As a participant in IACE, you will be a global messenger of the United States, as well as Civil Air Patrol. It is extremely important that you keep this in mind throughout the exchange. Civil Air Patrol participates in the exchange as a member of the IACE Association. Currently there are seventeen other member nations of which we will exchange cadets with thirteen. U.S. participation in the International Air Cadet Exchange Association (IACEA) has spanned a period of over 56 years. Financing IACE is the mutual responsibility of the participating nations' air forces and the various cadet organizations in each country. The United States Air Force and Civil Air Patrol share the burden of expense for the participation of the United States in the exchange. All of your expenses, except for personal expenses, while in your foreign host's country (for approximately two weeks) will be paid by that country's cadet organization and/or Air Force.

For any emergency at any time during this exchange, immediately call (334) 953-2273.

The information and instructions in this guide are to help you prepare for the exchange. Know your responsibilities and obligations ahead of time. This will help ensure that you will be free from worry, better able to be a good ambassador of the American way of life, and learn as much as possible about your hosts and their country.

Study the following instructions and information. A target date of 1 June has been set for having your immunizations (if required) and the necessary clothing.

IACE BACKGROUND

The International Air Cadet Exchange is an annual exchange of visits by air-minded youth of the U.S., Canada, Europe, the Middle East, East Asia, and the Pacific with the objective of promoting international understanding, goodwill, and fellowship among the youth of the world. Civil Air Patrol's participation in the exchange began in 1947 with the arrangements for an exchange of cadets between the CAP and the Air Cadet League of Canada. Since the first exchange of cadets during the summer of 1948, the program has continued to expand. The President of the United States, members of Congress, and the heads of many foreign countries have publicly commended IACE. This program has frequently been cited as a significant contribution toward better understanding among the youth of the world. CAP, the official auxiliary of the United States Air Force, has sponsored U.S. participation in the exchange since its beginning by arranging housing accommodations, travel itineraries, and educational, recreational and social activities for the foreign cadets while they are in the United States. The hosting organizations of the participating countries also perform these same services for the American cadets. Visits to the U.S. and abroad are just over two weeks in length and provide the cadets an opportunity to visit many areas of their host countries. Cadets visiting the U.S. are hosted by CAP units in the various states. In addition, most are given a special tour of our Nation's Capital. IACE cadets are selected for participation on the basis of demonstrated leadership ability, character, and good citizenship. Each year cadet and escort applications are reviewed and scored. Only the top rated applicants are chosen to attend.

INFORMATION AND INSTRUCTIONS

Security

When you travel, you will encounter more visible and frequent security checks throughout U.S. airports, including screening passengers and carry-on baggage. Just prior to boarding, passengers will have identification and boarding passes checked again. You will likely see more uniformed law enforcement and military personnel in airports.

In addition, many security procedures occur behind the scenes, such as searching aircraft, cargo and catering. Security screening processes for checked baggage include a combination of passenger bag-matching, explosive-sniffing dogs and explosive-detection technology. During flight, more U.S. federal government air marshals will be present than ever before.

Airline and airport employees take security very seriously. Jokes and remarks about security are not taken lightly and may result in your being detained by airport authorities.

Carry-on baggage limits

Carry-on limits for flights within the US. and on international flights are now one bag per passenger, along with one personal item (purse, briefcase or laptop; note: backpacks are not considered personal items). Carry-on baggage are subject to size and weight limitations.

No dangerous objects

In compliance with the US federal government, airlines do not allow sharp or dangerous objects to be taken beyond airport security checkpoints. This restriction includes knives, cutting tools of any kind, scissors, corkscrews or straight edge razors.

Travel documents

To enter the secured area beyond the security screening checkpoint, you need one of the following documents: an E-Ticket” receipt, an itinerary generated by an airline or travel agency confirming an E-Ticket, a boarding pass or a paper ticket, and a photo i.d.

Check-in

We recommend that you check in at least 90 minutes before flights within the U.S., and two hours before international flights. We also recommend you allow more time if you are checking baggage or traveling around holidays or peak travel times.

Baggage check-in

In compliance with new U.S. federal government security regulations, bags may only be checked within four hours of departure.

PASSPORTS: All CAP personnel participating in the IACE program, including those visiting Canada, must have a current passport. **Securing the passport is your personal responsibility and failure to do so will result in the cancellation of your participation in the exchange.** Your passport is one of the most important documents you will ever possess. **Keep your passport in your possession at all times. Do not pack it in your luggage.** It protects your rights as an American citizen when you are out of this country. In order to obtain a passport, you must have:

- a. Proof of United States citizenship
- b. Two-passport photographs
- c. Passport fee of approximately \$85.
- d. Identification with personal description on it.

Proof of U.S. citizenship is your birth certificate or naturalization certificate. It must show your names, mother's and father's name, place of birth, that it was filed at the time of birth or shortly thereafter, and it must bear the seal of the state in which you were born. Passport photographs may be obtained at a reasonable cost from many photo studios, or a Kinko's copy center. (A reputable studio will be knowledgeable of passport photo requirements.) The passport fee may be paid by money order or check. When you have all the proper papers, go to the nearest Federal or State Court or passport agency of the State Department. Anyone in the office will assist you in preparing the passport application. Passport applications are also available at appointed main U.S. post offices. Remember, however, that this office may not be the passport-issuing agency. Its function is to provide passport applications and help people complete them (usually in 10 to 15 minutes). They then forward your application, documents, photos, and payment to the nearest agency responsible for issuing passports, where the passport will be completed and mailed to you. Incidentally, here are some of the questions on the application form you should be prepared to answer: date and place of birth of both parents, purpose of your trip, approximate date of departure, how you intend to travel, where you wish to go, and how long you will be gone.

INSURANCE: Each IACE participant is required to have medical coverage and accident insurance during the exchange. Proof of insurance coverage (such as ID card with policy number) must be carried during the visit. In the event a cadet or escort is injured, or becomes ill, he/she should provide the agency providing the care applicable insurance information for billing purposes. **However, be prepared to pay upfront for the medical treatment as some medical facilities will not accept US medical insurance for billings purposes.**

IMMUNIZATIONS: Check with the Public Health Service office near you for information on immunizations you may need. Required immunizations should be obtained locally.

FINAL POINT OF DEPARTURE FROM THE U.S.: Your departure point from the United States will be determined by the country you are to visit. You will receive a letter of specific travel instructions.

CANADA: Cadets visiting Canada will depart an airport near their home and will rendezvous with other CAP cadets and their escort visiting Canada in Washington DC. They will then continue to Canada. If you live more than 250 air miles from the hub city, National Headquarters will provide you with a round trip airline ticket. **If you live less than 250 air miles from the hub city, you will be responsible for arranging your own transportation to the hub.** If in doubt, contact 334-953-2273 prior to purchasing your transportation.

PACIFIC RIM COUNTRIES: Cadets visiting Pacific Rim countries will depart an airport near their home and will most likely rendezvous with their escort and other CAP cadets at a designated airport on the West Coast. From there they will continue to their destination.

EUROPEAN OR MIDDLE EAST COUNTRIES: Participants scheduled to visit European or Middle East countries will travel directly to Washington DC and then to their host country. If you live more than 250 air miles from the hub city, National Headquarters will provide you with a round trip airline ticket. **If you live less than 250 air miles from the hub city, you will be responsible for arranging your own transportation to the hub.** If in doubt, contact 334-953-2273 prior to purchasing your transportation.

U.S. CUSTOMS: KNOW THE CUSTOMS LAWS. More than 150 million people enter the U.S. each year. All had to pass through customs, whether they did it upon arrival at a U.S. port of entry or prior to departure from abroad. All were subject to examination of their belongings. All were required by law to declare what they were bringing with them and what articles would be shipped separately after their arrival. So must you. Ignorance of the customs laws may result in loss of property and the assessment of penalties.

You are allowed to bring back into the U.S. a specified amount of items purchased abroad duty-free. It is wise to keep sales tickets/receipts to show customs officials. **You must declare all purchases and pay duty on purchases over the specified amount.** If you have questions, see a travel agent or ask your escort. If you plan to take expensive watches or cameras overseas, it may be wise to register them prior to departure or to take purchase receipts with you.

BAGGAGE: Baggage is an extremely important item that can determine the success of your trip. Try to pack all of your clothing into two lightweight suitcases to facilitate overnight trips and carrying the bags for long distances. Toilet articles, cameras, and other personal items may be packed in a small overnight bag, which you will want to hand-carry as carry-on baggage. **(Carry-on baggage is limited to one per person and MUST fit under the seat or in the overhead compartment.)** All other baggage is checked into the aircraft's baggage compartment. Select sturdy baggage that can be secured with a TSA approved lock. These are available at most places that sell luggage. (A luggage strap is also recommended for added security) Remember that airport security personnel may open your luggage if electronic scanning indicates a suspicious or unknown object. Cloth luggage and hang-up bags are not advisable. **You are permitted a maximum of 50 pounds of baggage in all IACE countries, including your carry-on baggage. Keep in mind you will bring back considerably more than the amount**

you took over after buying souvenirs and receiving gifts. You must still meet the 50 pound limit. (Items more than one yard long are not allowed on military flights at any time.) To help in the recovery of any lost luggage, put a copy of your name, address, and phone number in each piece of your luggage. You must have your name on the outside of all of your baggage.

GIFTS: Presenting gifts to your hosts and exchanging gifts with your new friends are important parts of the exchange. Mementos of your home state or region are the most appropriate. Gifts should be representative of your country or organization (i.e., U.S. flag pins, wing patches, state pins, lithographs, etc.). In the past, foreign cadets have particularly liked to collect wing patches, CAP insignia, and lapel pins. Check with your Mayor, Chamber of Commerce, Government representatives, Air Force recruiter and even sports leagues and tell them about the program. They may supply you with free city or state mementos.

CHECKLIST: Make a checklist of everything you need to do before reporting to your departure point. Check constantly to ensure that nothing has been left undone. This added precaution can assure you of a pleasant experience, whereas forgetfulness and carelessness can make you uncomfortable and cause cancellation of your trip.

DO NOT FORGET TO BRING THESE ITEMS

- a. Current CAP Membership Card
- b. Travel uniform (IACE uniform must be worn, no CAP or military style uniforms authorized)
- c. Passport
- d. Airline ticket (if applicable)
- e. Proof of insurance (ID card with policy number)

TRAVEL TIPS: Here are a few travel tips you may find useful that will help with your packing and make your trip more enjoyable:

- a. Use wash and wear clothing wherever possible. They take less room, weigh less, and are easier to keep clean.
- b. Mark all clothing with your name to facilitate laundering.
- c. When packing suits, slacks, and coats, place dry cleaning bags between all garments and in all folds; this will help keep them wrinkle-free.
- d. Use polyethylene bags to keep your shirts clean.
- e. Rolled socks and underwear take up less room.
- f. Use shoe bags on your extra shoes and put rolled up socks inside the shoes.
- g. If you wear eyeglasses or contact lenses, take an extra pair.
- h. Pre-measure laundry detergent into zip lock bags and include dryer sheets. Keep in mind that you may need to occasionally hand wash clothes along the way
- i. Minimize shoeshine equipment. A small self-contained unit of polish, a dauber, and a shine cloth will do the job and eliminates the need for a brush. Include an extra pair of shoe strings, if appropriate.
- j. In most overseas countries the electrical current is 220 volts and 50 hertz. Therefore, any electrical items you plan on taking should be checked to see if they can use 220 volts. The

electrical outlets are different and require an adapter (some items have a switch to select 220 volts, but still require the outlet adapter). Disposable razors are cheaper, lighter, and take less space - even with a can of shaving cream - than an electric razor. A small travel iron is very handy to touch up wrinkled clothing, but again you will need an adapter if it isn't 220 volt.

k. For shampoo, shaving cream, makeup, etc., buy small plastic containers. Do not carry any glass.

l. A small paperback dictionary that translates English into the language of your host country and vice versa is a must. It may save you a lot of trouble and anxiety should you become separated from your group and have to get by without the assistance of your host.

m. Take along pictures of your family to show your new friends. They are interested in the way you and your family live in America. Pictures of family and friends engaged in activities are best. Also take along some CAP action pictures of you and/or other cadets.

n. Letters mailed from a foreign country must possess stamps from that country. U.S. stamps are not acceptable.

o. Do not burden yourself with excess clothing or equipment. Take only what is on the clothing list and other items you cannot do without.

p. **You may NOT carry or pack such things as knives, firearms, munitions, fireworks, or any other items that may be considered weapons.**

q. Take a small wind-up or battery alarm clock.

r. Pack most of your clothing/equipment in your suitcases. In the carry-on bag, pack an extra shirt or blouse, underwear, socks or hose, and your toilet articles.

s. Include one heavy plastic bag to pack wet clothes and one plastic bag to pack dirty clothes in your suitcase.

t. Include two 25-gallon plastic bags for covering your luggage should it have to sit outside or be carried on top of a vehicle

u. Take prepaid phone cards (and instructions, especially country codes). These are often cheaper than regular phone cards, and are always cheaper than a collect call.

v. Consider obtaining a credit card with a low spending limit (i.e. \$200). Exchange rates are often better with credit cards than cash because credit card companies use a monthly average for the exchange rate rather than the daily average banks use for cash. Another benefit is that if your card is stolen, you can cancel it immediately. If you decide to obtain a credit card, be careful in your selection. Thoroughly review all service fees and charges (like cash advance charges) and look for one that provides 24-48 hour emergency replacement (just in case). Keep in mind that you will still need to take some cash/foreign currency because credit cards are not accepted at many establishments.

w. Lifetime friendships are often formed as a result of IACE. While you are abroad, take the time to write down the names and addresses of your hosts and other participants. A letter of thanks should be written to your host family within the first few days of your return home. Remember, many of these families went to great lengths to open their homes to you.

x. If you are taking prescription medication, it must be in the original container with your name on the label.

CLOTHING FOR CAP CADETS AND ESCORTS

The instructions concerning clothing are general instructions to all participants regardless of the foreign country to be visited. But there are also some important exceptions for some individual countries. Because the exchange program and the clothing requirements for many countries vary

from year to year, it is impossible to have set guidelines for each country. Therefore, you are responsible for researching what the climate and terrain of your host country may be and then adjusting your civilian clothing accordingly.

NOTE: Both the official IACE uniform and travel uniform require meeting CAP grooming standards per CAPR 39-1, page 5. Each cadet and escort will be sent a free navy blue tee-shirt for wear during appropriate activities in the host country. Additional tee-shirts may be purchased through CAPMART. This is not to be worn when traveling to the host country.

1. ***REQUIRED OFFICIAL IACE UNIFORM (MALE):*** The IACE uniform is required for all CAP members participating in the exchange and will be worn as directed during the exchange. Items available from the CAPMART are annotated with an *; other items must be procured locally. For all males the IACE uniform consists of:

- a. Two pairs of medium-gray slacks (Can be bought locally)
- b. * Two white aviator shirts
- c. * One set of IACE epaulets
- d. * One IACE tie
- e. * Two IACE nameplates
- f. One navy blue blazer (Can be bought locally or borrowed if proper fit)
- g. One black belt
- h. One pair of black socks
- i. One pair of black shoes (Oxfords or loafers)
- j. * Knit shirt with IACE emblem

Any of the authorized combinations may be worn, but all in the group must wear the same combination to an activity. Do NOT take nor wear your CAP uniform in a foreign country. Wear only the authorized IACE uniform.

2. **REQUIRED IACE TRAVEL UNIFORM (MALE):** The IACE travel uniform is to be worn by all participants when traveling from home to **Washington D.C.**, the host country, and back, and on other occasions when deemed appropriate by the escort. Items available from the CAPMART are annotated with an *; other items must be procured locally. Personnel are required to be within CAP dress and grooming standards at all times during the trip.

The male IACE travel uniform consists of:

- a. * Knit shirt with IACE emblem
- b. Medium gray slacks
- c. Black belt
- d. Black socks
- e. Black shoes (Oxfords or loafers)

3. **ADDITIONAL CLOTHING ITEMS (MALE):**

- a. One pair of casual, comfortable walking shoes
- b. One casual jacket
- c. Two pairs of slacks (not jeans)
- d. Two white dress shirts (permanent press)
- e. One tie

- f. Three sports shirts
- g. One pair of nice Bermuda shorts (no cut-offs)
- h. One pair of jeans (new)
- i. Ample underwear and socks
- j. One pair of swimming trunks
- k. Two each - bath towels and washcloths
- l. Toilet articles
- m. One shoeshine kit (escort only)
- n. One sewing kit with extra buttons (escort only)
- o. One first aid kit, including Kaopectate and over-the-counter cold medicine (escort only)
- p. One rain jacket and/or umbrella
- q. Insect repellent (escort only)

4. *REQUIRED OFFICIAL IACE UNIFORM (FEMALE):* Both the official IACE uniform and travel uniform require meeting CAP grooming standards per CAPR 39-1, page 5. The IACE uniform is required for all CAP members participating in the exchange and will be worn as directed during the exchange. Items available from the CAPMART are annotated with an *; other items must be procured locally. For all females, the IACE uniform consists of:

- a. Medium-gray slacks, or One pair of medium-gray slacks & * One medium-gray skirt, knee-length
- b. *Two white aviator shirts
- c. One navy blue blazer (Can be bought locally or borrowed)
- d. *One set of IACE epaulets
- e. One navy soft bow bowtie or IACE tie
- f. *Two special IACE nameplates
- g. Full length hose
- h. One pair of black shoes (loafers or flats)
- i. One black leather handbag with strap
- j. *Knit shirt with IACE emblem

Any of the authorized combinations may be worn, but all in the group must wear the same combination to an activity. Do NOT take nor wear your CAP uniform in a foreign country. Wear only the authorized IACE uniform.

5. *REQUIRED IACE TRAVEL UNIFORM (FEMALE):* The IACE travel uniform is to be worn by all participants when traveling from home to **Washington D.C.**, the host country, and back, and on other occasions when deemed appropriate by the escort. Items available from the CAPMART are annotated with an *; other items must be procured locally. Personnel are required to be within CAP dress and grooming standards at all times during the trip including the grooming and styling of hair in an orderly manner as with the wearing of any other uniform.

The female IACE travel uniform consists of:

- a. * Knit shirt with IACE emblem
- b. Gray slacks
- c. Hose
- d. Black shoes (loafers or flats)

6. ADDITIONAL CLOTHING ITEMS (FEMALE):

- a. One casual jacket
- b. One pair of casual, comfortable walking shoes
- c. One dress (not cocktail) or suit, and accessories
- d. Three sports outfits (pantsuit, slacks, and blouse combination, or nice Bermuda shorts - **no cut-offs**)
- e. One pair of jeans (new)
- f. Ample underwear, socks and hose
- g. One swimming suit
- h. Two each - bath towels and washcloths
- i. Toilet articles
- j. One sewing kit with extra buttons (escort only)
- k. One first aid kit, including Kaopectate and over-the-counter cold medicine (escort only)
- l. One rain jacket and/or umbrella
- m. Insect repellent (escort only)

7. EXCEPTIONS TO CLOTHING REQUIREMENTS: If you are visiting one of the countries listed below, the suggested clothing/supplies are highly recommended:

- a. AUSTRALIA/NEW ZEALAND: Long sleeve aviator shirts... Remember, it's winter down under. Check your itinerary before you pack. The further south you go, the colder it gets. A hat is recommended.
- b. CANADA: T-shirt, and tennis shoes. Do not take fatigues or boots.
- c. GERMANY: Three white aviator shirts. Walking shoes or boots.
- d. SWEDEN & SWITZERLAND: One long sleeve and two short sleeve aviator shirts. Hiking boots or shoes. (Check schedule of activities)
- e. SINGAPORE: Heat and humidity are the very high, pack accordingly.

WEARING OF THE OFFICIAL IACE UNIFORM (MALE AND FEMALE): The official IACE uniform consists of the white aviator shirt with the IACE epaulets, IACE nameplate, gray slacks (or skirt for females), the IACE tie (or navy soft bow bowtie for females), black belt, black socks, black shoes, and navy blue blazer. The IACE epaulets are to always be worn on your white aviator shirt only. You will note that the IACE epaulets have a correct, right side and left side placement on the shirt. (The U.S. flag flies back.) The IACE nameplate is worn resting on top of the right breast pocket and centered on the aviator shirt and navy blue blazer. This IACE nameplate should also be worn to identify you when not in the official IACE uniform.

* * * PLEASE NOTE * * *

STOPOVERS IN FOREIGN COUNTRIES FOLLOWING THE EXCHANGE ARE NOT PERMITTED.

ETIQUETTE IN THE U.S. AND ABROAD

As a member of Civil Air Patrol and a representative of the United States, you are expected to observe a high standard of conduct at all times and comply with established procedures and instructions. Cadets who display a disregard for the rules set forth in this manual will be sent home as soon as possible and will not be allowed to participate further.

ALCOHOLIC BEVERAGES: Civil Air Patrol regulations strictly prohibit the consumption of alcohol by CAP cadets. CAP cadets WILL NOT consume alcoholic beverages while in the U.S. Because of the customs in some countries, you may be confronted with a situation in which other young people might consume alcoholic beverages in conjunction with a meal or formal social activity. It may seem inappropriate for you to refuse to join your host in their customs. Your escort will determine if the situation you are in warrants your participation with your hosts. At no time are you ever required to drink against your wishes. In the past, CAP cadets have been pressured by cadets from other nations to participate in social drinking when the conditions did not warrant. Be alert to these situations. You must use extreme caution to ensure you do not embarrass yourself, your host or the United States by overindulgence. **Drunkenness on any CAP activity will not be tolerated and is cause for termination of membership.**

SMOKING: CAP regulations strictly prohibit smoking by CAP cadets. Escorts are asked to use discretion when smoking, and to try to follow the customs and etiquette of the country they are visiting.

INFORMALITY AND FAMILIARITY: The U.S. atmosphere of informality and familiarity between individuals may not be the norm in other countries. Therefore you should behave conservatively and with some formality until you have become acquainted with customs of your host country. Remember! You are a guest.

FOREIGN FOODS: Very often, foreign foods are different from the foods you are used to eating. Etiquette and the spirit of adventure require that you at least taste everything. In some instances, such as dining out, seek the advice of your host. Do not embarrass your host by leaving a plate full of food.

DATING: Dating is not permitted. For most social functions, your host will invite members of the opposite sex. Should your group contain both male and female cadets, avoid pairing up. Two of the purposes of the exchange are to foster goodwill and to gain a better understanding of others. It has been proven that pairing up does not accomplish these purposes, but works against them.

VISITING FRIENDS AND RELATIVES: While in Washington D.C. and visiting your host country, do not try to change any schedules or make plans to visit friends, relatives or locales not on the agenda, or to have friends or relatives come to the activity to visit you. Keep in mind this visitation may interrupt a scheduled activity.

CHURCHES: For those who normally attend religious services, please be advised that services or the church of your choice may not be available in your host country.

THE W.C.: In Europe and the British Isles, there are signs on doors in public places with the letters "W.C." This is the English abbreviation for "water closet," or bathroom to us.

LAUNDRY SERVICE: Laundry and dry cleaning may not be available when you think they are needed. You must be adaptable to local customs and facilities. You must be prepared to go several days without laundering facilities, so you should take advantage of the opportunities to do your laundry as they arise. Be prepared and do not embarrass your hosts by insisting they provide you with facilities they may not have.

PHOTOGRAPHY: Visitors in increasing numbers inconvenience the local population with frequent requests that residents pose for pictures, or assist in taking the pictures. It is advisable that you try not to do this, and instead ask members of your group to act as subjects or photographers. However, if you must use a local resident, you should employ suitable tact, courtesy, and politeness in making your request. Buy all necessary film and batteries before leaving the U.S. as these items are much more expensive overseas.

MONEY - CADETS AND ESCORTS: Your personal spending money is your own responsibility. Since the host country will cover all your essential expenses, you should take enough money for personal items. Although some participants have gotten by with less, experience has shown that a minimum of \$200 should be taken. Keep a few dollars as pocket change, purchase traveler's checks with less than one-half of this money, and convert the remainder of the money to the currency of the country you are visiting. Traveler's checks are negotiable in all countries participating in the exchange. All of these things can be done at your local main bank. Note: Before converting any traveler's checks to the currency of your host country, check to see how much money may be reconverted before you leave that country. It is also recommended that approximately \$50.00 be held in reserve for miscellaneous expenses during your return to the U.S. A major credit card is highly recommended and is appropriate for purchases, check cashing, and emergencies. Try to use a major credit card when making significant purchases. The exchange rate is usually better, and the fees for buying local currency don't usually apply.

MONEY - ESCORTS: As an escort, you may wish to take the representative of the host country to dinner, you may need to lend money to a cadet in an emergency, or you may need to pay for some meals. For these reasons, you should take approximately \$500 and bring a major credit card.

THE CADET AND THE ESCORT: Think of your escort as an advisor who is on the trip to help you. In the chain of command he/she is the immediate supervisor of all the cadets in the group. The escort is responsible for your safety and behavior. Because of his/her responsibilities, it is imperative that he/she know where you are and what you are doing at all times. If you wish to depart from the group for any reason, you must have his/her permission. It is the escort's right and obligation to determine which behavior is in the best interest of the program, and which is not. Should any questions or problems arise, see your escort.

SPECIFIC RESPONSIBILITIES OF THE IACE ESCORT OFFICER

INTRODUCTION

Your responsibilities and obligations stem from your position in the chain of command. For this activity, the chain of command from the bottom upward is the CAP cadet, you the CAP escort, the CAP project officer, and the representative of the host country. You may have some unescorted cadets from other countries. You do NOT have any command authority over them. Many times, however, these cadets will elect to have you guide them. Should this occur, do everything possible for them, but remember, you have no authority over unescorted foreign cadets.

CADET SAFETY AND EMERGENCY INFORMATION:

1. Know where each cadet is and what each is doing at all times.
 - a. CAP cadets must attend all scheduled activities.
 - b. If a CAP cadet wishes to leave the group during free time, he/she must have your permission. Before granting permission, consult with the host to ensure that he/she has not made other plans for the cadet. If you grant permission, ensure you know where the cadet is going, when he/she will return, and how he/she may be reached. Keep in mind that CAP CADETS MAY AT NO TIME LEAVE THE LOCAL AREA.
2. Be prepared to cope with emergencies.
 - a. Air Force Medical Care: Air Force medical facility commanders are authorized to provide emergency medical care to CAP cadets attending activities on Air Force installations without charge except for subsistence (AFH 41-114, Section 36, Table 36). In other emergency situations when cadets are not encamped on a base, the full charge for care would be made (AFH 41-114, Section 36, Table 36).
 - b. Illness: Take all required emergency action. If the cadet is on a military base, and emergency medical care is required, take the cadet to the base medical facility. Otherwise, take the cadet to a civilian facility. Cadets will be personally responsible for all medical expenses incurred as a result of illness.
 - c. Injury: Take all required emergency action. The order of the facility preference where circumstances permit is the same as above. However, in all cases, choice of facility is governed by its proximity, seriousness of the injury, and need for immediate care.
 - d. Hospitalization: In the event that a CAP cadet is hospitalized due to a serious illness or injury, telephone National Headquarters CAP/LMPN at (334) 953-2273 or DSN 493-2273.
 - e. Insurance: Each IACE participant is required to have medical coverage and accident insurance during the exchange. Proof of insurance coverage (such as ID card with policy number) must be carried during the visit. In the event a cadet or escort is injured, or becomes ill, he/she should provide the agency providing the care applicable insurance information for billing purposes.
 - f. Death: Immediately notify National Headquarters CAP/LMPN, telephone (334) 953-2273, or DSN 493-2273. The American Embassy should do this for you. Contact the Defense Attaché Office (DAO) listed in the back of this pamphlet. With the assistance of the American Embassy or Consulate, select a mortuary for body preparation and shipment.

CADET BEHAVIOR: It is your responsibility to ensure each CAP cadet projects a favorable image as a United States citizen. Cadets may lack the maturity or foresight to recognize a potential embarrassing situation. If they cannot, you should. The following suggestions should help you maintain discipline:

1. Brief the CAP cadets on proper behavior, conduct, dress, military courtesy and bearing, and other desirable traits of a United States citizen. Those cadets not wishing to comply with these standards will not be allowed to participate in this activity and will be sent home at the earliest possible date.
2. Consult your host about customs the cadets should be aware of and then brief the cadets.
3. Ensure the CAP cadets meet all scheduled activities on time. If the schedule is changed, inform the cadets immediately.
4. Consult with the host to establish the clothing for the day or the type of clothing appropriate for an activity. Ensure that the cadets meet grooming and appearance standards.
5. Do not hesitate to exercise your authority as an escort to take timely action designed to ensure that the behavior of the CAP cadets is above reproach. Make immediate attempts to counsel any cadet about behavior you feel is inappropriate.

SPECIAL CIVIL AIR PATROL DUTIES:

1. Explain CAP, its mission and objectives, and the cadet program. Do not make any overtures or invitations concerning future exchanges.
2. Present mementos. The CAP plaque provided to the escort by National Headquarters should be presented to the highest officials of the host organization. The Certificates of Appreciation are provided to the escort for presentation to other persons as deemed appropriate. Personal mementos, as mentioned earlier, are an individual responsibility.
3. Take photographs of IACE activities. If you have a particularly interesting photo, please forward it to National Headquarters/XPCN to be used for information releases by the National Headquarters information office. Every photograph must be identified as to location, people involved, and occasion. Identifying information should be listed on a small piece of paper attached to each photo. Without proper identification, the photo is useless. Do not write on the back of the photograph. Color prints do not reproduce as well as black and white prints for use in newspapers, but color slides are useful for briefings. Forward copies of your prints, negatives, or slides to HQ CAP/XPCN, 105 S. Hansell St., Maxwell AFB, AL 36112-6332.
4. Evaluate the activity. No later than 30 days after the completion of the activity, send two copies of your evaluation report to National Headquarters/LMPN. This report should be approximately one to three pages in length. Keep in mind that a copy of the report will be forwarded to next year's escort to your hosting country. This report should cover the following items, plus any other pertinent information:
 - a. The country visited and the hosting organization
 - b. The number of CAP cadets in your group
 - c. Was the food, transportation, and housing adequate?
 - d. The schedule:
 - (1) The most interesting aspects of the program
 - (2) How the CAP cadets related to the program

- e. Any serious problems encountered
- f. CAP cadets requiring medical services and the action taken (Attach copies of bills and the CAP Form 78 if the medical expense was for an injury. Illness is not covered by the insurance policy.)
- g. A resume of expenditures , finances, and mementos
- h. Was contact with our Embassy ever required?
- i. Was the IACE uniform appropriate in this country?
- j. Problem cadets, if any
- k. Remarks

ADDITIONAL DUTIES:

1. The host may ask you for suggestions in planning activities or scheduling free time. Be as helpful as possible, but do not suggest activities that would be difficult for your host to arrange. Do not criticize the present program.
2. Call the American Embassy and ask for assistance, or have them contact National Headquarters CAP/CP if any major problems occur.

IMPORTANT NOTE

As an IACE escort, you are responsible for the health, safety, and welfare of your cadets from the moment they arrive at the U.S. departure point until they depart for home.

US Embassy Contact Information

For more information about US Embassies world wide go to: <http://travel.state.gov/links.html>

Australia

American Embassy, Moonah Place, Yarralumla ACT 2600

Switchboard Tel: (02)-6214-5600 (8am-5pm Mon-Fri)

American Citizen Services

Fax: (02) 6214-5970

U.S. Foreign Commercial Service

Website: <http://www.csaustralia.org/> Email: Sydney.office.box@mail.doc.gov

All media enquiries: Office of Public Affairs - Email: apvcnb@pd.state.gov

Belgium

U.S. Embassy Consular Services -- Regentlaan 25 Boulevard du Régent,
B-1000 Brussels

Ph: +32-(0)2 508-2111

Fax: +32-(0)2 513-0409

E-mail: jas-cons@usinfo.be

Hours: Monday through Friday 1:30 to 4:30 p.m

Closed on U.S. and Belgian holidays

Canada

The Consular Section of the U.S. Embassy is located at 490 Sussex Drive in Ottawa, Ontario. The Embassy and Consular Section's mailing address is

P.O. Box 866, Station B

Ottawa, Ontario K1P 5T1

Phone: 613.238.5335

Fax: 613.688.3082

The Embassy's Consular Section is open for routine consular business from 8:00 until 11:00 am Monday, Tuesday, Thursday and Friday. Emergencies should be reported to the Consular Section at 613.238.5335 (24 hours/7 days a week).

Germany

Embassy of the United States Berlin
Neustädtische Kirchstr. 4-5
10117 Berlin
Federal Republic of Germany
Telephone: (030) 8305-0
Closed on American and German
holidays

Embassy of the United States Berlin
Consular Section
Clayallee 170
14195 Berlin
Federal Republic of Germany

American Citizen Services:
Telephone: (030) 832-9233
Fax: (030) 8305-1215
8:30 am until 12:00 noon
Closed on American and German
holidays

Hong Kong

U.S. Consulate General
Hong Kong and Macau
26 Garden Road, Hong Kong
Tel: (852) 2523-9011 Fax: (852) 2845-1598
<http://www.hongkong.usconsulate.gov/>

Japan

American Embassy Tokyo
10-5 Akasaka 1-Chome,
Minato-ku, Tokyo
107-8420 Japan

Tel: (03) 3224-5000

Tokyo Subway Stations nearby:
Tameike-Sanno; Toranomom; Akasaka; Kamiya-cho

Netherlands

Lange Voorhout 102
2514 EJ The Hague
the Netherlands
T: +31 70 310-9209
F: +31 70 361-4688

New Zealand, Consulate General of the United States of America

For ALL American Citizen Services

Postal Address: Consulate General of the United States of America
Private Bag 92022,
Auckland,
New Zealand

Street Address: 3rd Floor,
Citibank Building,
23 Customs St,
Auckland (cnr. Commerce St)

Phone: +649 303 2724

Fax: +649 366 0870

Hours: 8.00 - 12.00pm Monday through Friday for walk-in service.
2.00 - 4.00pm Monday through Friday for phone inquiries.

Singapore, US Embassy

27 Napier Road, Singapore 258508

Tel: (65)-6476-9100

Fax: (65)-6476-9232

email: SingaporeACS@state.gov

Hours of Operation: Monday - Friday

8:30 a.m. - 12:00 noon

2:00 p.m. - 3:30 p.m.

Wednesday only: 3:30 to 4:30 for children's passport applications

Sweden

Embassy of the United States of America
Dag Hammarskjölds Väg 31,
SE-115 89 Stockholm

Tel: 08-783 53 00

Fax: 08-661 19 64

Other Embassy Fax Numbers:

Public Affairs Section (PAS): 08-665 33 03

The Foreign Commercial Service (FCS): 08-660 91 81

Defense Attaché Office (DAO): 08-662 80 46

Consular Section: 08-660 58 79

U.S. Embassy Switzerland

Address: Jubiläumsstrasse 93

CH-3005 Bern, Switzerland

Tel: 031-357-7011

Fax: 031-357-7344

24 hours Emergency Number: 031-357-7218

Please note: Calling from the United States dial: 011-41-31 and then the given number

Day(s): Monday - Friday

Time: 9.00-12.30AM - 1.30-5.30PM

Except Swiss and American Holidays

Turkey

The Embassy of The United States of America

110 Ataturk Boulevard, Kavaklıdere, Ankara 06100 - TURKEY

Phone:(90) 312-455 5555

Fax:(90) 312-468-0019

United Kingdom

24 Grosvenor Square

London, W1A 1AE

United Kingdom

Phone: [44] (0)20 7499-9000

HOST COUNTRY ADDRESSES

The attached listing of addresses of foreign countries participating in IACE is furnished so that you may receive mail overseas. Due to the relatively short length of the visit and slow mail service, particularly overseas, this should be used only for emergencies.

Personal mail to CAP individuals will be addressed to the cadet or escort using his/her name in care of the address in the country he/she is assigned as an IACE participant. For example:

Cadet John Doe, CAP
2000 IACE
c/o Aero-Club of Austria
Tauxgasse 17
A-5020 Salzburg Austria

AUSTRALIA

Australian Air Force Cadets
Directorate of Australian Defense Force Cadets
R C Casey Building
CANBERRA ACT 2600
Australia

BELGIUM

Belgian Air Cadets
Kwartier Lt de Bersacques
Hannuitsesteenweg 350
3300 GOETSENHOVEN
Belgium

CANADA

Air Cadet League of Canada
313 Rideau Street
Ottawa, Ontario K1N 5Y4
Canada

GERMANY

Club der Luftfahrt von Deutschland eV
Godesberger Allee 70
53175 BONN
Germany

HONG KONG

Hong Kong Air Cadet Corps
c/o Hong Kong Aviation Club
Sung Wong Toi Road
KOWLOON
Hong Kong

ISRAEL

Israel Air Force
Public Relations and
Foreign Affairs
Israel

JAPAN

Aerospace Scouts Association (ASA)
PO Box 1119
Tokyo Central Post Office
Tokyo 100
Japan

NETHERLANDS

Royal Netherlands Aeronautical Association
Jozef Israelsplein 8
2596 AS THE HAGUE
The Netherlands

NEW ZEALAND

The Air Training Corps Association of New Zealand (Inc)
PO Box 6198
Marion Street
Te Aro
WELLINGTON
New Zealand

SINGAPORE

National Cadet Corps (Air)
229 Ang Mo Kio St
Amoy Quee Camp
Singapore, 567759

SWEDEN

Forsvarsmaktens Rekryteringscentrum (IACE)
SE-10785 STOCKHOLM
Sweden

SWITZERLAND

Aero-Club of Switzerland
Lidostrasse 5
CH-6006 LUZERN
Switzerland

TURKEY

Turk Hava Kurumu
Genel Merkezi
Ataturk Bulvari 33
06100 Opera
ANKARA, Turkey

UNITED KINGDOM

HQ Air Cadets
TG Branch
RAF Cranwell
Sleaford
Lincolnshire
NG 34 8HB, England